



## Off-Campus Instruction Policy – Off-Campus Location Checklist

### *Policy A1.4B Off-Campus Instruction – Tennessee Colleges of Applied Technology*

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All Off-Campus Instructional Service Center, Extension Campus, and/or Branch Campus proposals must be in a paginated document with a table of contents and submitted as a PDF addressing the specific items outlined below. Proposals will be reviewed on a rolling basis.

#### Definitions:

- **Instructional Service Center**, as defined by COE, “is a temporary or permanent training location that serves employers and the public for the delivery of programs or portions of programs to meet a critical or sustained need. The occupational program at an instructional service center must be under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution. Appropriate student services must be available on-site, and the full range of services will be made accessible to participating students at the main campus”.
- **Extension Campus**, as defined by COE, “is a subordinate site, not a main campus, and is located within a fifty-mile radius of the main campus. Direct supervision and control are provided from the main campus, and the staff is limited primarily to instructors and support staff. All programs of an extension must meet the educational requirements of the main campus and comply with its operational policies”.
- **Branch Campus**, as defined by COE, “is a subordinate site, not a main campus, operating under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer at the main campus. The branch must meet all educational requirements and comply with the operational policies of the main campus”.

The following items must be included in the Off-Campus Location Proposal:

- **Off-Campus Location** (include name, address, county, distance from main campus)
- **Proposed Implementation Date**
- **Need for Location** (include evidence of need and demand for the location)
  - Needs Assessment
    - Community/Industry Support
    - Target Population
    - Contribution to State’s higher education completion agenda
    - Alignment with Institutional Master Plan
  - Projected Enrollment
    - Headcount and Full-Time Equivalent Enrollment for five years
  - Need for Proposed Program Offerings
- **Finances** – Complete Operational Costs/Revenues Estimate for Off-Campus Center Location – **A1.4BB**. Include a budget narrative outlining sources for funds, any external assistance, etc. Describe the facilities planned or in place for the location. Facilities proposed should be in alignment with the institution’s Master Plan.
- **Faculty and Staff** - include information addressing faculty, administration, and support staff.
- **Proposed Program Offerings, Diploma Designation, and CIP Code** - include the projected sequence of course offerings for diploma completion.
- **Accreditation** –Upon approval by the Tennessee Board of Regents and Commission Staff, it is the institution’s responsibility to notify COE or other applicable accrediting agencies in accordance with their substantive change policies.